

In-House Organization Registration Worksheet

This form is intended to help representatives and registrants gather information necessary to register an in-house organization in the Lobbyists Registration System. You can only register online.

Please note: The most senior paid officer of the organization, identified as the Responsible Officer, must submit a registration within two months of when the requirement to file a return arose.

Step 1 of 5 – Information about Responsible Officer and Organization

Name of Responsible Officer: _____

Position title of Responsible Officer: _____

English name of the organization: _____

French name of the organization: _____

Business address of the organization: _____

Telephone number: _____

Facsimile number: _____

Description of Organization (Please provide a general description of the organization's activities, as well as of its membership and classes of membership, so as to provide a context for the lobbying activities for which the organization is filing a disclosure)

Organization's activities:

Note: *If insufficient space, attach a separate sheet with the additional information.*

Organization's membership or classes of membership:

Note: If insufficient space, attach a separate sheet with the additional information.

Step 2 of 5: Organizational Lobbyists

The registrant is required by the *Lobbying Act* to disclose information related to all employees of the organization, including himself or herself, who carry out any Lobbying Activities on behalf of the organization.

First name: _____

Last name: _____

Position title: _____

At any time, has this lobbyist held public offices within the federal government? Yes No

If yes, List of Public Offices Held:

Position Title	Federal Government Institution	Branch or Unit	Public office held from	Public office held to	Designated Public Office Position (Yes or No)*

Note: If insufficient space, attach a separate sheet with the additional information.

*Assistant Deputy Minister or equivalent position that ended between July 2, 2008 and January 2, 2009 inclusively? Yes No

*For each designated public office held beyond July 2, 2008, answer:

1. Was this position held through an employment exchange program?
 Yes No
2. If the lobbyist has been granted an exemption from the five-year prohibition on lobbying, provide the exemption number received from the Commissioner of Lobbying: _____

Was the lobbyist identified by the Prime Minister as having carried out the functions of a transition team member on January 24, 2006 or at any time after that date? Yes No

If yes, you must provide the period during which the functions were carried out: from _____ to _____

First name: _____

Last name: _____

Position title: _____

At any time, has this lobbyist held public offices within the federal government? Yes No

If yes, List of Public Offices Held:

Position Title	Federal Government Institution	Branch or Unit	Public office held from	Public office held to	Designated Public Office Position (Yes or No)*

Note: If insufficient space, attach a separate sheet with the additional information.

*Assistant Deputy Minister or equivalent position that ended between July 2, 2008 and January 2, 2009 inclusively? Yes No

*For each designated public office held beyond July 2, 2008, answer:

1. Was this position held through an employment exchange program?
 Yes No
2. If the lobbyist has been granted an exemption from the five-year prohibition on lobbying, provide the exemption number received from the Commissioner of Lobbying: _____

Was the lobbyist identified by the Prime Minister as having carried out the functions of a transition team member on January 24, 2006 or at any time after that date? Yes No

If yes, you must provide the period during which the functions were carried out: from _____ to _____

First name: _____

Last name: _____

Position title: _____

At any time, has this lobbyist held public offices within the federal government? Yes No

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Position Title	Federal Government Institution	Branch or Unit	Public office held from	Public office held to	Designated Public Office Position (Yes or No)*

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*Assistant Deputy Minister or equivalent position that ended between July 2, 2008 and January 2, 2009 inclusively? Yes No

*For each designated public office held beyond July 2, 2008, answer:

1. Was this position held through an employment exchange program?
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2. If the lobbyist has been granted an exemption from the five-year prohibition on lobbying, provide the exemption number received from the Commissioner of Lobbying: _____

Was the lobbyist identified by the Prime Minister as having carried out the functions of a transition team member on January 24, 2006 or at any time after that date? Yes No

If yes, you must provide the period during which the functions were carried out: from _____ to _____

Step 3 of 5: Information about Government Funding

Was the organization funded in whole or in part by any Canadian or foreign government, including any municipal, provincial, territorial, regional or state government, in the last completed financial year, or does the client expect to receive funding in the current financial year? Yes No

If yes, information about government funding:

End date of organization's last completed financial year (YYYY-MM-DD):

Name of government institution	Amount of funding received in last completed financial year	Is funding expected in the current financial year (Yes or No)

Note: If insufficient space, attach a separate sheet with the additional information.

Step 4 of 5: Information about Subject Matter

Select the subject matter(s) of the lobbying activity:

<input type="checkbox"/> Aboriginal Affairs	<input type="checkbox"/> Intellectual Property
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Internal Trade
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> International Development

<input type="checkbox"/> Broadcasting	<input type="checkbox"/> International Relations
<input type="checkbox"/> Budget	<input type="checkbox"/> International Trade
<input type="checkbox"/> Climate	<input type="checkbox"/> Justice and Law Enforcement
<input type="checkbox"/> Constitutional Issues	<input type="checkbox"/> Labour
<input type="checkbox"/> Consumer Issues	<input type="checkbox"/> Mining
<input type="checkbox"/> Defence	<input type="checkbox"/> Municipalities
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Official Languages
<input type="checkbox"/> Education	<input type="checkbox"/> Pensions
<input type="checkbox"/> Employment and Training	<input type="checkbox"/> Privacy and Access to Information
<input type="checkbox"/> Energy	<input type="checkbox"/> Regional Development
<input type="checkbox"/> Environment	<input type="checkbox"/> Religion
<input type="checkbox"/> Financial Institutions	<input type="checkbox"/> Research and Development
<input type="checkbox"/> Fisheries	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Forestry	<input type="checkbox"/> Security
<input type="checkbox"/> Government Procurement	<input type="checkbox"/> Small Business
<input type="checkbox"/> Health	<input type="checkbox"/> Sports
<input type="checkbox"/> Housing	<input type="checkbox"/> Taxation and Finance
<input type="checkbox"/> Immigration	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Industry	<input type="checkbox"/> Tourism
<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Transportation

1. Details regarding the identified subject matter(s) of the lobbying activities:

- Legislative Proposal, Bill or Resolution
- Regulation
- Policies of Program
- Grant, Contribution or Other Financial Benefits

Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity:

Note: *If insufficient space, attach a separate sheet with the additional information.*

2. Details regarding the identified subject matter(s) of the lobbying activities:

- Legislative Proposal, Bill or Resolution
- Regulation
- Policies of Program
- Grant, Contribution or Other Financial Benefits

Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity:

Note: *If insufficient space, attach a separate sheet with the additional information.*

3. Details regarding the identified subject matter(s) of the lobbying activities:

- Legislative Proposal, Bill or Resolution
- Regulation
- Policies of Program
- Grant, Contribution or Other Financial Benefits

Provide the title of the Legislative Proposal, Bill or Resolution; Regulation; Policy or Program; and/or Grant, Contribution or Other Financial Benefit, along with a description of the aspects that are the object of the lobbying activity:

Note: *If insufficient space, attach a separate sheet with the additional information.*

Step 5 of 5: Information about Communication

Select the federal government institution(s) lobbyists intend to or have already communicated with:

<input type="checkbox"/> Agriculture and Agri-Food Canada (AAFC)
<input type="checkbox"/> Atlantic Canada Opportunities Agency (ACOA)
<input type="checkbox"/> Atlantic Pilotage Authority (APA)
<input type="checkbox"/> Atomic Energy of Canada Limited (AECL)
<input type="checkbox"/> Bank of Canada

<input type="checkbox"/> Belledune Port Authority
<input type="checkbox"/> Business Development Bank of Canada (BDC)
<input type="checkbox"/> Canada Agricultural Review Tribunal (CART)
<input type="checkbox"/> Canada Border Services Agency (CBSA)
<input type="checkbox"/> Canada Council for the Arts
<input type="checkbox"/> Canada Deposit Insurance Corporation (CDIC)
<input type="checkbox"/> Canada Economic Development for Quebec Regions
<input type="checkbox"/> Canada Foundation for Innovation
<input type="checkbox"/> Canada Industrial Relations Board (CIRB)
<input type="checkbox"/> Canada Mortgage and Housing Corporation (CMHC)
<input type="checkbox"/> Canada Post Corporation
<input type="checkbox"/> Canada Revenue Agency (CRA)
<input type="checkbox"/> Canada School of Public Service (CSPS)
<input type="checkbox"/> Canada Science and Technology Museums Corporation (CSTMC)
<input type="checkbox"/> Canadian Air Transport Security Authority (CATSA)
<input type="checkbox"/> Canadian Broadcasting Corporation (CBC)
<input type="checkbox"/> Canadian Centre for Occupational Health and Safety (CCOHS)
<input type="checkbox"/> Canadian Coast Guard (CCG)
<input type="checkbox"/> Canadian Commercial Corporation (CCC)
<input type="checkbox"/> Canadian Dairy Commission (CDC)
<input type="checkbox"/> Canadian Environmental Assessment Agency (CEAA)
<input type="checkbox"/> Canadian Food Inspection Agency (CFIA)
<input type="checkbox"/> Canadian Grain Commission (CGC)
<input type="checkbox"/> Canadian Heritage (PCH)
<input type="checkbox"/> Canadian Human Rights Commission (CHRC)
<input type="checkbox"/> Canadian Human Rights Tribunal (CHRT)
<input type="checkbox"/> Canadian Institutes of Health Research (CIHR)
<input type="checkbox"/> Canadian International Trade Tribunal (CITT)
<input type="checkbox"/> Canadian Museum of Civilization Corporation (CMCC)
<input type="checkbox"/> Canadian Northern Economic Development Agency (CanNor)
<input type="checkbox"/> Canadian Nuclear Safety Commission (CNSC)
<input type="checkbox"/> Canadian Radio-television and Telecommunications Commission (CRTC)
<input type="checkbox"/> Canadian Security Intelligence Service (CSIS)
<input type="checkbox"/> Canadian Space Agency (CSA)
<input type="checkbox"/> Canadian Tourism Commission (CTC)
<input type="checkbox"/> Canadian Transportation Agency (CTA)
<input type="checkbox"/> Canadian Wheat Board (CWB)
<input type="checkbox"/> Communications Security Establishment Canada (CSEC)
<input type="checkbox"/> Competition Bureau
<input type="checkbox"/> Competition Tribunal (CT)
<input type="checkbox"/> Copyright Board of Canada
<input type="checkbox"/> Correctional Service of Canada (CSC)
<input type="checkbox"/> Defence Construction Canada (DCC)
<input type="checkbox"/> Elections Canada
<input type="checkbox"/> Employment and Social Development Canada (ESDC)
<input type="checkbox"/> Environment and Climate Change Canada (Environment Canada)
<input type="checkbox"/> Export Development Canada (EDC)

<input type="checkbox"/> Farm Credit Canada (FCC)
<input type="checkbox"/> Farm Products Council of Canada (FPCC)
<input type="checkbox"/> Federal Economic Development Agency for Southern Ontario (FedDev)
<input type="checkbox"/> Finance Canada (FIN)
<input type="checkbox"/> Financial Consumer Agency of Canada (FCAC)
<input type="checkbox"/> Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)
<input type="checkbox"/> Fisheries and Oceans Canada (DFO)
<input type="checkbox"/> Global Affairs Canada (Foreign Affairs, Trade and Development Canada)
<input type="checkbox"/> Great Lakes Pilotage Authority
<input type="checkbox"/> Halifax Port Authority
<input type="checkbox"/> Hamilton Port Authority
<input type="checkbox"/> Health Canada (HC)
<input type="checkbox"/> House of Commons
<input type="checkbox"/> Immigration and Refugee Board (IRB)
<input type="checkbox"/> Immigration, Refugees and Citizenship Canada (Citizenship and Immigration Canada)
<input type="checkbox"/> Indigenous and Northern Affairs Canada (Aboriginal Affairs and Northern Development Canada)
<input type="checkbox"/> Infrastructure Canada
<input type="checkbox"/> Innovation, Science and Economic Development Canada (Industry Canada)
<input type="checkbox"/> International Development Research Centre (IDRC)
<input type="checkbox"/> International Joint Commission (IJC)
<input type="checkbox"/> Justice Canada (JC)
<input type="checkbox"/> Laurentian Pilotage Authority
<input type="checkbox"/> Library and Archives Canada (LAC)
<input type="checkbox"/> Marine Atlantic Inc.
<input type="checkbox"/> Montreal Port Authority
<input type="checkbox"/> NAFTA Secretariat
<input type="checkbox"/> Nanaimo Port Authority
<input type="checkbox"/> National Capital Commission (NCC)
<input type="checkbox"/> National Defence (DND)
<input type="checkbox"/> National Energy Board (NEB)
<input type="checkbox"/> National Film Board (NFB)
<input type="checkbox"/> National Research Council (NRC)
<input type="checkbox"/> Natural Resources Canada (NRCan)
<input type="checkbox"/> Natural Sciences and Engineering Research Council (NSERC)
<input type="checkbox"/> Office of the Auditor General of Canada (OAG)
<input type="checkbox"/> Office of the Commissioner of Lobbying (OCL)
<input type="checkbox"/> Office of the Commissioner of Official Languages (OCOL)
<input type="checkbox"/> Office of the Conflict of Interest and Ethics Commissioner (CIEC)
<input type="checkbox"/> Office of the Information Commissioner of Canada
<input type="checkbox"/> Office of the Privacy Commissioner of Canada (OPC)
<input type="checkbox"/> Office of the Procurement Ombudsman (OPO)
<input type="checkbox"/> Office of the Public Sector Integrity Commissioner (PSIC)
<input type="checkbox"/> Office of the Superintendent of Financial Institutions Canada (OSFI)
<input type="checkbox"/> Oshawa Port Authority
<input type="checkbox"/> Pacific Pilotage Authority Canada

<input type="checkbox"/> Parks Canada
<input type="checkbox"/> Parole Board of Canada
<input type="checkbox"/> Patented Medicine Prices Review Board (PMPRB)
<input type="checkbox"/> Pension Appeals Board (PAB)
<input type="checkbox"/> Port Alberni Port Authority
<input type="checkbox"/> PPP Canada Inc.
<input type="checkbox"/> Prime Minister's Office (PMO)
<input type="checkbox"/> Prince Rupert Port Authority
<input type="checkbox"/> Privy Council Office (PCO)
<input type="checkbox"/> Public Health Agency of Canada (PHAC)
<input type="checkbox"/> Public Prosecution Service of Canada (PPSC)
<input type="checkbox"/> Public Safety Canada (PS)
<input type="checkbox"/> Public Service Commission of Canada (PSC)
<input type="checkbox"/> Public Service Labour Relations Board (PSLRB)
<input type="checkbox"/> Public Service Staffing Tribunal (PSST)
<input type="checkbox"/> Public Services and Procurement Canada (Public Works and Government Services Canada)
<input type="checkbox"/> Public-Private Partnerships Canada
<input type="checkbox"/> Quebec Port Authority
<input type="checkbox"/> Royal Canadian Mounted Police (RCMP)
<input type="checkbox"/> Saguenay Port Authority
<input type="checkbox"/> Saint John Port Authority
<input type="checkbox"/> Senate of Canada
<input type="checkbox"/> Sept-Iles Port Authority
<input type="checkbox"/> Service Canada
<input type="checkbox"/> Shared Services Canada
<input type="checkbox"/> Social Sciences and Humanities Research Council (SSHRC)
<input type="checkbox"/> Solicitor General Canada (SGC)
<input type="checkbox"/> St. John's Port Authority
<input type="checkbox"/> Standards Council of Canada (SCC)
<input type="checkbox"/> Statistics Canada
<input type="checkbox"/> Status of Women Canada (SWC)
<input type="checkbox"/> Telefilm Canada
<input type="checkbox"/> Thunder Bay Port Authority
<input type="checkbox"/> Toronto Port Authority
<input type="checkbox"/> Transport Canada (TC)
<input type="checkbox"/> Transportation Safety Board of Canada (TSB)
<input type="checkbox"/> Treasury Board Of Canada Secretariat (TBS)
<input type="checkbox"/> Trois-Rivieres Port Authority
<input type="checkbox"/> Vancouver Fraser Port Authority (Port Metro Vancouver)
<input type="checkbox"/> Veterans Affairs Canada (VAC)
<input type="checkbox"/> VIA Rail Canada
<input type="checkbox"/> Western Economic Diversification Canada (WD)
<input type="checkbox"/> Windsor Port Authority

Note: If a government institution is missing from this list, please contact our office by telephone at 613-957-2760 or by e-mail at QuestionsLobbying@ocl-cal.gc.ca.

Select the communication technique(s) used or expected to be used in the course of the undertaking:

- Written communication
- Oral communication
- Grass-roots communication

Certification of Return

Please enter the date on which this submission takes effect: _____